

**RESOLUTION NO. 2010-17**

**A RESOLUTION OF THE VILLAGE COUNCIL OF THE VILLAGE OF KEY BISCAYNE, FLORIDA, APPROVING WORK AUTHORIZATION FOR THE SERVICES OF THE FIRM OF TETRA TECH, INC. (“TETRA TECH”); PROVIDING FOR TETRA TECH TO CONDUCT DATA COLLECTION, CONDUCT REVIEW MEETINGS, PREPARE CONSTRUCTION DOCUMENTS, PROVIDE BIDDING SERVICES, AND PERFORM CONSTRUCTION ADMINISTRATION/INSPECTION SERVICES FOR THE WEST WOOD DRIVE TRAFFIC CALMING PROJECT; PROVIDING FOR IMPLEMENTATION; PROVIDING FOR EFFECTIVE DATE.**

**WHEREAS**, pursuant to Resolution No. 98-34, the Village of Key Biscayne (the “Village”) has previously entered into a series of continuing contracts with engineering and architecture firms for necessary services; and

**WHEREAS**, the engineering, architecture and planning firm of Tetra Tech, Inc., formerly known as Williams, Hatfield, & Stoner, Inc. (“Tetra Tech”), is under a continuing contract to the Village as authorized by Resolution No. 98-34, and has provided professional services to the Village on several projects in a timely and efficient manner; and

**WHEREAS**, the Village finds that it is in the best interest of the Village to utilize Tetra Tech for the purpose of conducting data collection, conducting review meetings, preparing construction documents, providing bidding services, and performing construction administration/inspection services for the West Wood Drive Traffic Calming Project (the “Project”) in accordance with the attached Work Authorization and with the Village Manager’s memorandum, which accompanies this Resolution.

**NOW, THEREFORE, BE IT RESOLVED BY THE COUNCIL OF THE VILLAGE OF KEY BISCAYNE, FLORIDA, AS FOLLOWS:**

**Section 1.**     **Recitals Adopted.** That each of the recitals stated above is hereby adopted and confirmed.

**Section 2.**     **Work Authorized, Specification of Funds.** That pursuant to the existing continuing contract between Tetra Tech and the Village, the performance of additional engineering and related services (the “Engineering Services”), as described above and as described in the attached Work Authorization, dated April 29, 2010, is hereby approved and authorized for the Project, subject to the funding source and any other limitations which are set forth in the above referenced Village Manager’s memorandum.

**Section 3.**     **Work Authorization Approved.**

A.     That the Village Manager is hereby authorized to execute the Work Authorization, in substantially the form attached hereto, for the accomplishment of the Engineering Services which are authorized hereunder, once approved by the Village Attorney as to form and legal sufficiency.

B.     That the total fees payable pursuant to the Work Authorization shall not exceed Thirty-Four Thousand, Four Hundred Seven and 00/100 (\$34,407) Dollars, unless further authorized by the Village Council.

**Section 4.**     **Implementation.** That the Village Manager is hereby authorized to take any and all action which is necessary to implement the purposes of this Resolution and the Work Authorization.

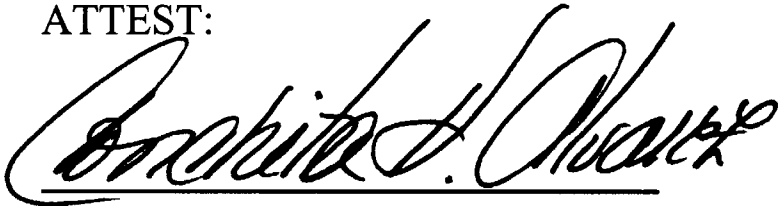
**Section 5.**     **Effective Date.** That this Resolution shall be effective immediately upon adoption hereof.

PASSED AND ADOPTED this 11th day of May 2010.



MAYOR ROBERT L. VERNON

ATTEST:



CONCHITA H. ALVAREZ, MMC, VILLAGE CLERK

APPROVED AS TO FORM AND LEGAL SUFFICIENCY



VILLAGE ATTORNEY





# V I L L A G E   O F   K E Y   B I S C A Y N E

Office of the Village Manager

## MEMORANDUM

*Village Council*

Robert L. Vernon, *Mayor*

Enrique Garcia, *Vice Mayor*

Michael W. Davey

Robert Gusman

Michael E. Kelly

Jorge E. Mendia

Thomas Thornton

DATE: April 27, 2010

TO: Honorable Mayor and Members of the Village Council

FROM: Genaro "Chip" Iglesias, Village Manager

RE: WEST WOOD DRIVE TRAFFIC CALMING

*Village Manager*

Genaro "Chip" Iglesias

### RECOMMENDATION

It is recommended that the Village Council approve the proposal submitted by Tetra Tech for engineering services in the amount of \$34,407.00. The scope of work included in this proposal is for the engineering design and construction management of West Wood Drive Traffic Calming Improvements.

### BACKGROUND

At the April 13<sup>th</sup>, 2010 Council Meeting Tetra Tech provided Council with three proposed plans depicting different combinations of traffic devices at four intersections. Council approved Option 2 with the following four devices:

- Speed table between Curtiswood Road and Allendale Road
- Speed table between Warren Road and Hampton Lane
- Traffic Circle at Ridgewood Road
- Decorative intersection at Fernwood with choked-down curbing and enhanced landscaping.

This project was originally packaged for bid under the West Heather Drive & West Wood Drive Traffic Calming Improvements & Sidewalk. The traffic calming portion for West Wood Drive was not installed at the time of construction in the year 2000.

The duration of this project will be accomplished within thirty nine weeks of acceptance of this proposal.

The funding for this project will be obtained from the Capital Outlay Master Plan Initiatives.

**PROPOSAL FOR PROFESSIONAL ENGINEERING SERVICES**  
**VILLAGE OF KEY BISCAIYNE**  
**WEST WOOD DRIVE - TRAFFIC CALMING**

---

**INTRODUCTION:**

Tetra Tech (Tt) is pleased to provide professional engineering services for the above referenced project. This project was originally packaged for bid under the West Heather Drive & West Wood Drive Traffic Calming Improvements & Sidewalk. The traffic calming portion for West Wood Drive was not installed at the time of construction in the year 2000. The revised traffic calming design shall include four devices: a speed table between Curtiswood Drive and Allendale Road; a speed table between Warren Lane and Hampton Lane; a traffic circle at the intersection of Ridgewood Road; and a decorative intersection at Fernwood Road with choked-down curbing and enhanced landscaping. The scope of work for the revised design included in this proposal is as follows:

**SCOPE OF SERVICES:**

**Task 1 – Data Gathering**

Tetra tech will gather the necessary data by field verifying topographic features including trees, driveways, and landscape improvements in the area where the traffic device will be located and coordinating with Sanitary Sewer Project engineers to obtain latest as-built information.

**Task 2 – Meetings**

For the purpose of this proposal, Tt has budgeted to conduct two (2) review meetings with the Village during the course of preparing the design to the Traffic Calming Plans and one (1) meeting to present to the Village Council. Should the Village request any further meetings, Tt will amend this agreement as needed to cover the additional time.

**Task 3 - Construction Documents**

Tetra Tech will update and revise the Civil Plans and Specifications accordingly for this project. This proposal also includes preparation of Opinion of Probable Construction Cost. These plans will include the following sheets:

- |                                       |                  |
|---------------------------------------|------------------|
| • Cover Sheet, Index of Drawings      | (1 sheet)        |
| • Traffic Device Layout               | (5 sheets)       |
| • Details                             | (2 sheets)       |
| • Signing and Marking Plans & Details | <u>(1 sheet)</u> |
| Total                                 | 9 sheets         |

#### **Task 4 – Bidding & Award Services**

Tetra Tech will facilitate a pre-bid conference and the bid opening. Tetra Tech will assist the Village in evaluating the Bids and recommending a bidder to the Village.

#### **Task 5 - Construction Services**

Tetra Tech will provide construction administration and inspections for this project. These services will include being the primary contact for the Contractor and the following services:

- facilitate pre-construction meeting
- review shop drawings
- review pay requests
- respond to Requests For Information (RFI)
- regular inspections
- final inspection
- preparation of final change order

#### **SERVICES NOT INCLUDED:**

- Permitting
- Geotechnical
- Surveying

#### **PROPOSED FEE:**

Tetra Tech proposes to accomplish the work for a lump sum fee of \$34,407.00. Construction Services can be provided by Tetra Tech on an hourly basis. Our rates will be per the attached Tetra Tech billing rate schedule. The breakdown of our fee is as follows:

Task 1 – Data Gathering	\$ 1,500.00
Task 2 – Meetings	\$ 3,000.00
Task 3 – Construction Documents	\$15,907.00
Task 4 - Bid Related Services	\$ 2,000.00
Taks 5 - Construction Services	<u>\$12,000.00</u>
<b>Total</b>	<b>\$34,407.00</b>

**PROPOSED SCHEDULE:**

The above described work will be accomplished within 39 weeks of acceptance of this proposal with the break down as follows:

	<u>From Acceptance</u>
Task 1 - Data Gathering	30 days
Task 2 - Meetings	
Task 3 - Preparation of Construction Documents	60 days
Task 4 - Bidding	90 days
Notice to Proceed	150 days
Construction Substantially Complete	240 days
Construction Final Complete	270 days

If this proposal is acceptable to you, please sign below and return one copy to our office so that we may proceed. Thank you for the opportunity to serve you.

**ACCEPTED AND AGREED**


VILLAGE OF KEY BISCAYNE

  
\_\_\_\_\_  
Genaro Chip Iglesias  
Village Manager

Date:

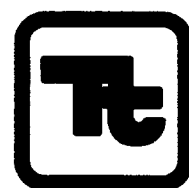
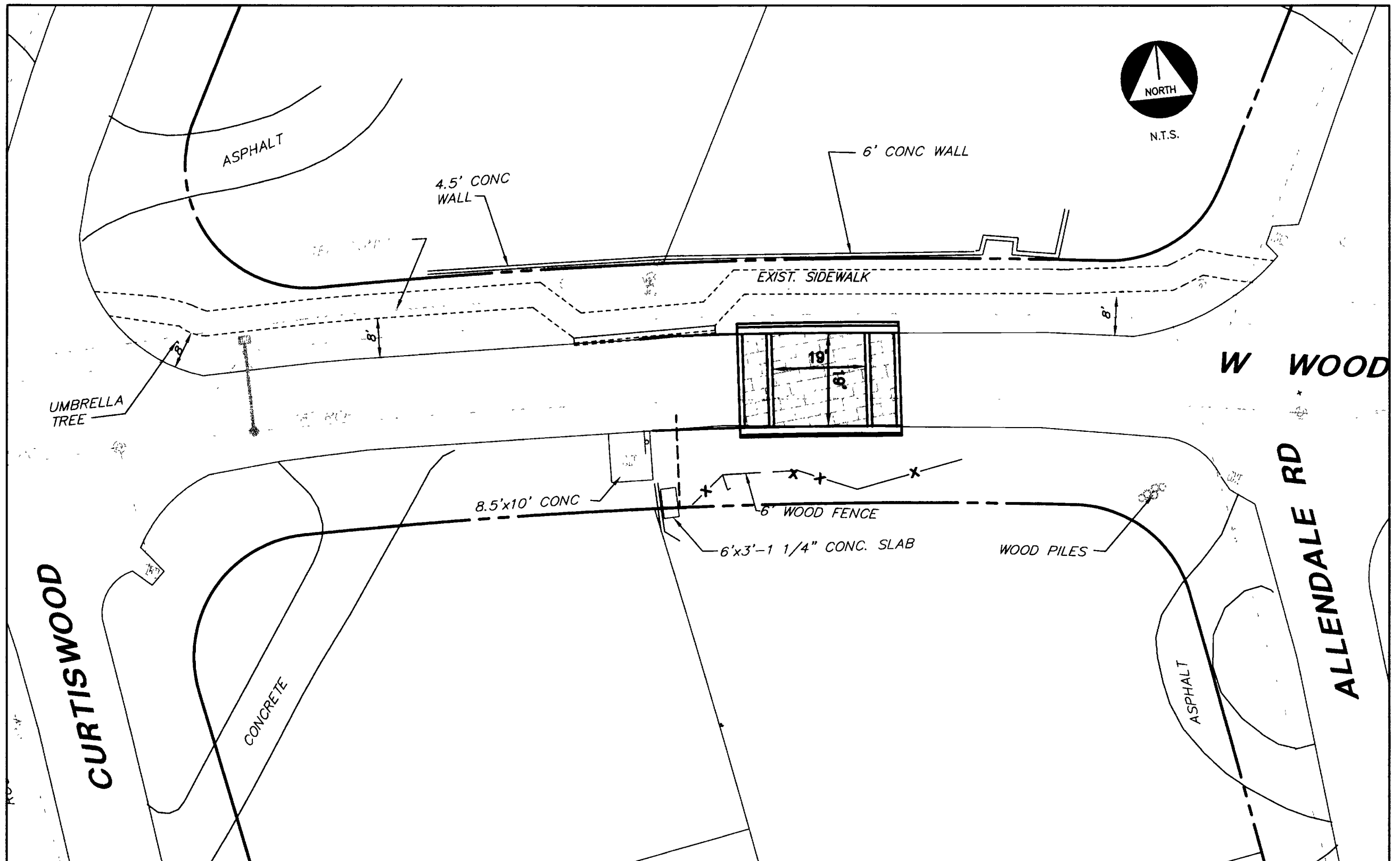
5/14/10

TETRA TECH

  
\_\_\_\_\_  
Rod Cashe, P.E.  
Senior Project Manager

Date:

4/29/2010



**TETRA TECH**

www.tetrattech.com

7220 NW 36th STREET, SUITE 408  
MIAMI, FL 33166  
PHONE: 305-632-8321

Drawing Description

**OPTION 2-CONCEPTUAL  
SPEED TABLE  
CURTISWOOD RD-ALLENDAL RD  
VILLAGE OF KEY BISCAYNE  
W WOOD DR TRAFFIC CALMING**

Project No.: 200-15460-10001

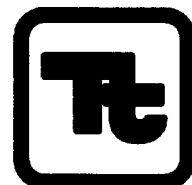
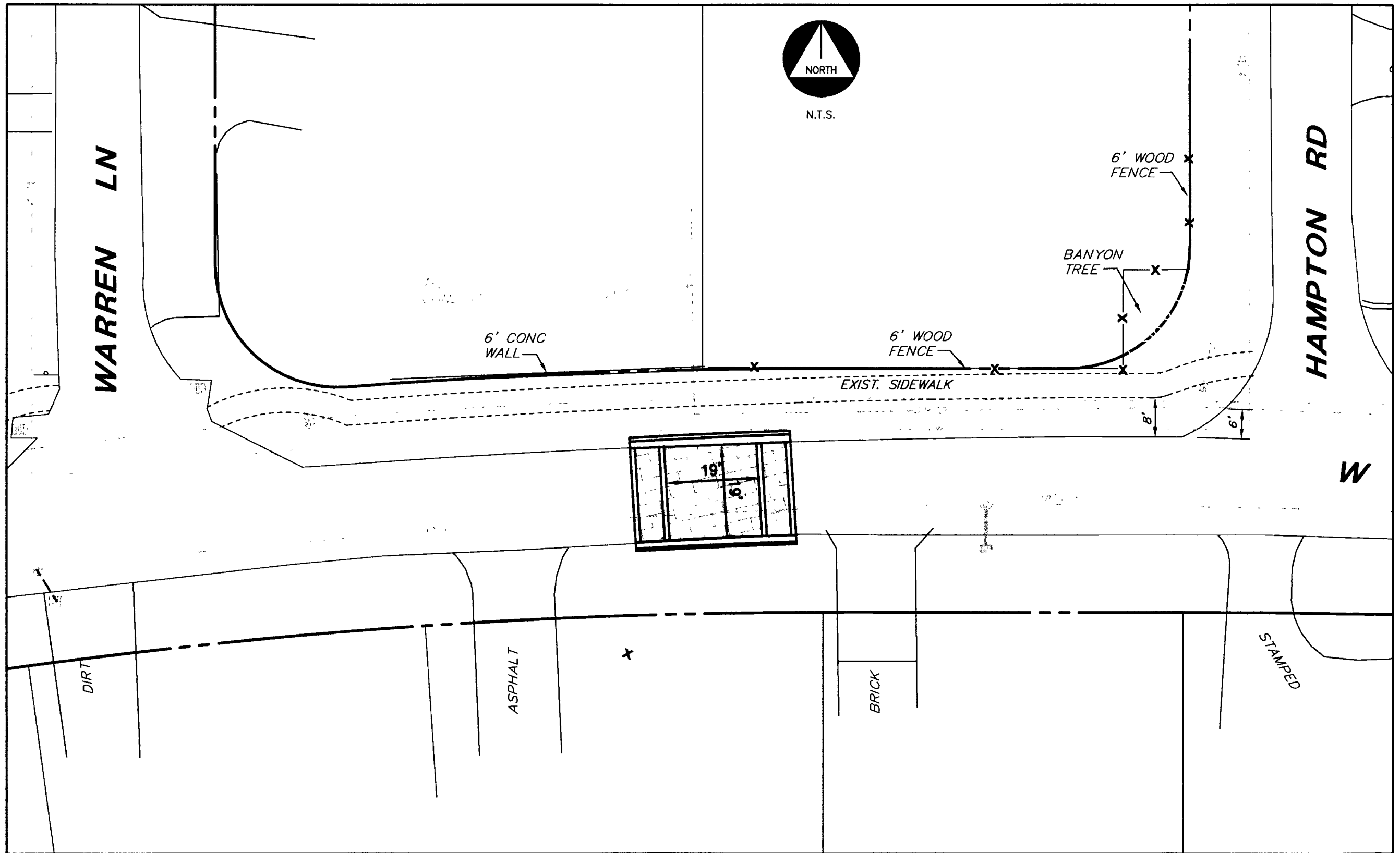
Date: April 29, 2010

Designed By: AMVF

Figure

**1**





**TETRA TECH**

[www.tetratech.com](http://www.tetratech.com)

7220 NW 36th STREET, SUITE 408  
MIAMI, FL 33166  
PHONE: 305-632-8321

Drawing Description  
**OPTION 2-CONCEPTUAL  
SPEED TABLE  
WARREN LN-HAMPTON RD  
VILLAGE OF KEY BISCAYNE  
W WOOD DR TRAFFIC CALMING**

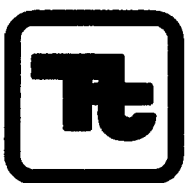
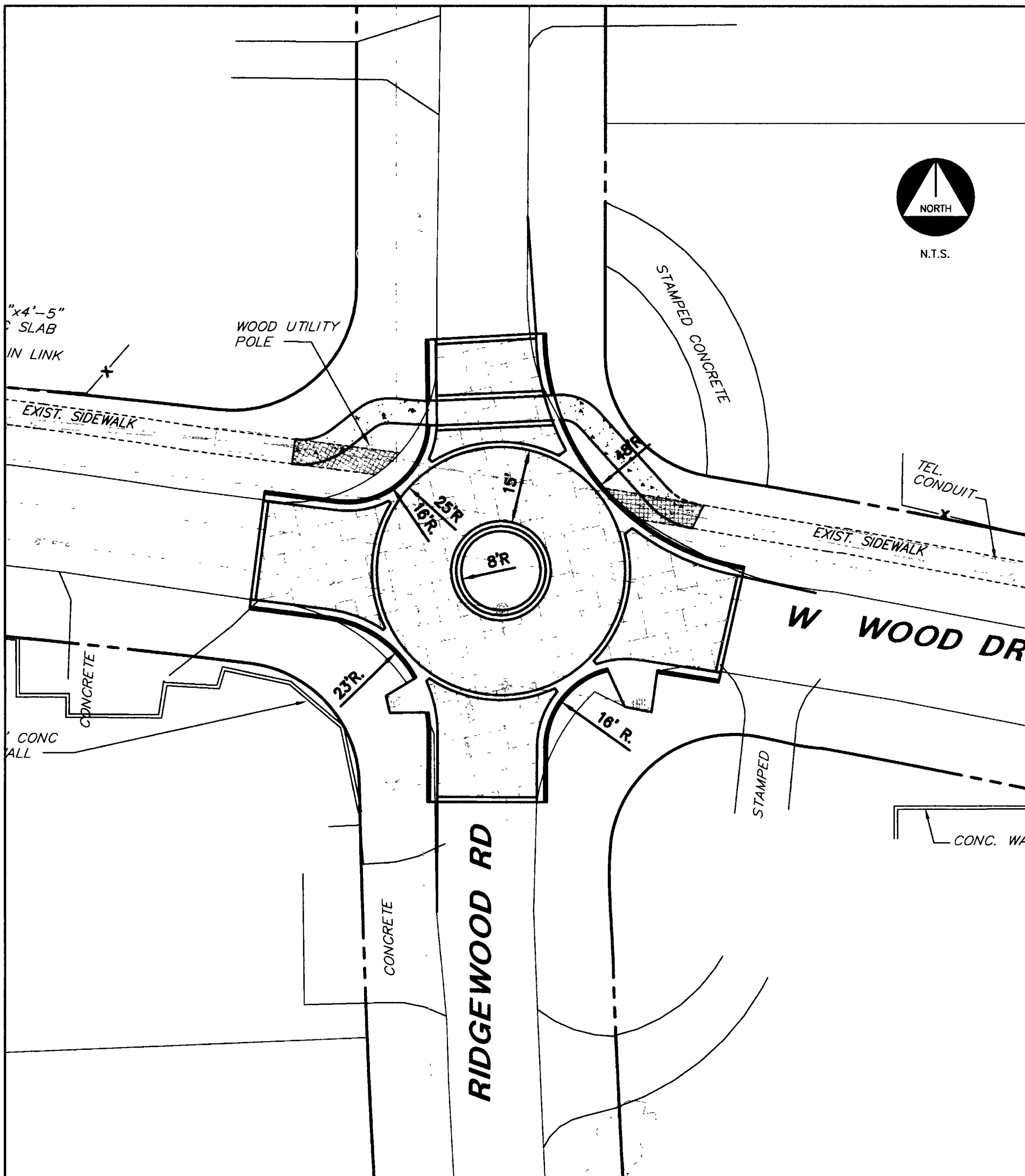
Project No.: 200-15460-10001

Date: April 29, 2010

Designed By: AMVF

Figure

**2**



**TETRA TECH**

www.tetrattech.com

7220 NW 36th STREET, SUITE 408  
MIAMI, FL 33166  
PHONE: 305-632-8321

Drawing Description  
**OPTION 2-CONCEPTUAL  
TRAFFIC CIRCLE  
RIDGEWOOD RD**  
**VILLAGE OF KEY BISCAYNE  
W WOOD DR TRAFFIC CALMING**

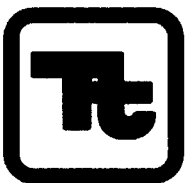
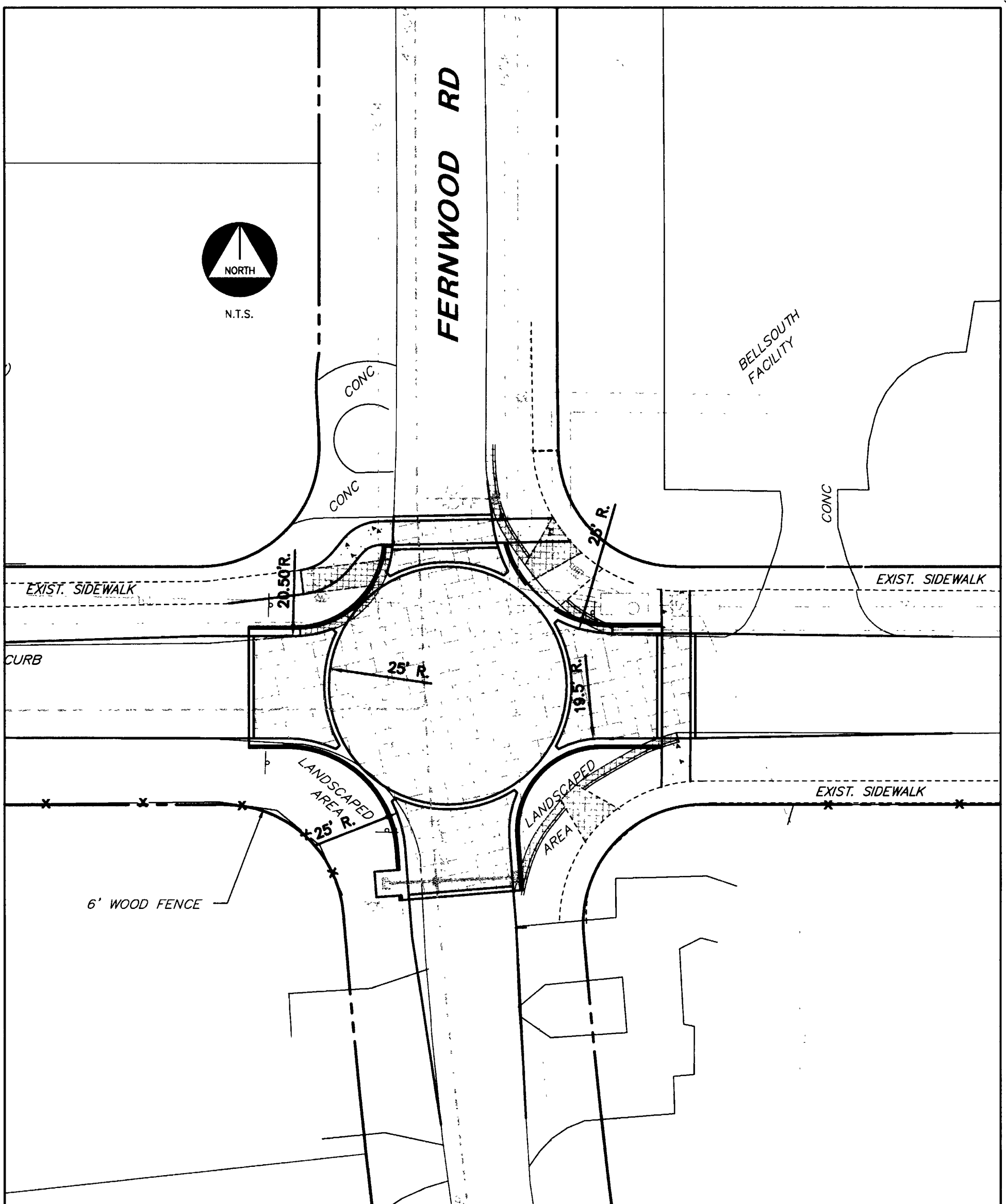
Project No.: 200-15760-10001

Date: April 29, 2010

Designed By: AMVF

FIGURE

**3**



**TETRA TECH**

www.tetratech.com

7220 NW 36th STREET, SUITE 408  
MIAMI, FL 33166  
PHONE: 305-632-8321

Drawing Description

**OPTION 2-CONCEPTUAL  
DECORATIVE CIRCLE  
FERNWOOD RD**

**VILLAGE OF KEY BISCAYNE  
W WOOD DR TRAFFIC CALMING**

Project No.: 200-15760-10001

Date: April 29, 2010

Designed By: AMVF

FIGURE

**4**